

**Dr Edwards &  
Bishop King's  
Fulham  
Charity**

**(including  
Bishop King's  
Fulham  
Endowment  
Fund)**

**Annual Report and Financial  
Statements**

31 March 2018

Company limited by guarantee  
Company Registration Number  
05525568 (England and Wales)

Charity Registration Number 1113490

## Contents

### **Reports**

Reference and administrative details of the charity, its Trustees and advisers 1

Trustees' report 3

Independent auditor's report 20

### **Financial Statements**

Statement of financial activities 23

Balance sheet 24

Principal accounting policies 25

Notes to the financial statements 298

### ***Appendix***

*Grants made* 366

The following pages do not form part of the statutory financial statements:

Supplementary notes to the financial statements 388

## Reference and administrative details of the charity, its Trustees and advisers

### The Trustee body and Board of Directors

**Co-opted**

Mrs C Bailey  
Ms Z Beg  
Mr M Clein  
Ms H Fagan  
Mr R Lawrence MBE  
Ms L Lindsey (resigned 1 June 2017)  
Mrs S O'Neill  
Revd M Osborne  
Mr A Russell Smith  
Mrs S Thomas  
Mr C Treloggan

**Trustees nominated by London Borough of Hammersmith & Fulham**

Cllr Mrs A Alford (resigned 21 February 2018)

**Ex-officio Trustee**

Currently there are no ex-officio Trustees

**Clerk to the Trustees and Company Secretary**

Mr J Martin

**Cleaner and Key-holder**

Ms J Singleton

**Officers of the Charity**

Mr A Russell Smith – Chairman  
Mrs S O'Neill – Vice Chair  
Mr M Clein – Treasurer

**Committees appointed by the Trustees**

Every Trustee is asked to serve on at least one committee. The officers of the Charity are ex-officio members of all committees.

## Reference and administrative details of the charity, its Trustees and advisers

### Committees

**Development Committee** Ms H Fagan – Chair  
Revd M Osborne  
Ms S Thomas

**Finance Committee** Mr M Clein – Chair  
Mr A Russell Smith

**Relief in Need Committee** Mrs C Bailey - Chair  
Mr R Lawrence  
Mrs S O'Neill  
Ms Z Beg

**Governance Working Party** Mrs S O'Neill – Chair  
Mrs C Bailey  
Mr A Russell Smith

**Office** Percy Barton House  
33 – 35 Dawes Road  
London  
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Email [clerk@debk.org.uk](mailto:clerk@debk.org.uk)  
Telephone 020 7386 9387  
Facsimile 020 7610 2856

**Charity registration number** 1113490

**Company registration number** 05525568

**Auditor** Buzzacott LLP  
130 Wood Street  
London EC2V 6DL

**Bankers** Cafbank Limited  
Kings Hill  
West Malling  
Kent ME19 4TA

**Solicitors** Russell-Cooke LLP  
2 Putney Hill  
Putney  
London SW15 6AB

**Book-keeper** Ms S Hicks

**IT Consultant** Mr D Savage

## Trustees' report 31 March 2018

The Trustees are pleased to present their annual report, along with the financial statements of the Dr Edwards & Bishop King's Fulham Charity for the year ended 31 March 2018. This report is intended to give a picture of what has been achieved over the past year, as well as to meet our legal requirements, as set out in s418 of the Companies Act 2006 (and adhered to throughout).

The financial statements have been prepared in accordance with the accounting policies set out on pages 25 to 28 of the attached financial statements and comply with the charitable company's Memorandum and Articles of Association, applicable laws and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), effective from accounting periods commencing 1 January 2015 or later.

The document itself is split into three main sections:

- ◆ A detailed explanation of the Charity's purposes, duties, and structure (Page 4)
- ◆ A summary of the last year's practical activities (Page 11)
- ◆ A detailed examination of last year's financial activities. (Page 17)

The Trustees believe that the content of this report should be reasonably easy to access for all of those people or groups that may have an interest in it. With this in mind, readers who only want to get a basic understanding of the Charity – to learn more about what it does, who it helps, and how its services may be of benefit to you or to someone you know – may like to move straight to page 13. Or, alternatively, there is the option to make contact by telephone or email, or to visit the website at [www.debk.org.uk](http://www.debk.org.uk). Details for all three of these contact options are displayed on page 2 of this report.

The report itself is now set out as described above.

## **GOVERNANCE, STRUCTURE AND MANAGEMENT**

### **History and Constitution**

Dr Edwards & Bishop King's Fulham Charity (often referred to as DEBK) exists as a result of the terms of two wills, dating back to the early part of the Seventeenth Century. In fact, to the best of our knowledge, the Charity was begun in the year 1618 – making this our 400<sup>th</sup> birthday. Survival over time has been the result of careful management, and help has been given to the people of Fulham throughout, enabling a small but vital element of need relief for individuals and families otherwise struggling to cope. DEBK was incorporated as a company limited by guarantee (Company Registration No. 05525568 (England and Wales)) on 2 August 2005. It was registered as a Charity on 29 March 2006 (Charity Registration No. 1113490).

Dr Edwards & Bishop King's Fulham Endowment Fund is a separate entity and is a subsidiary of the main Charity in order to protect the Endowment. It is shown in the financial statements as the Endowment Fund. Trusteeship of the Fund is vested in the Company (1113490). The directors of the charitable company are referred to as Trustees throughout this report.

### **Public Benefit**

The current Trustees have regard to the Charity Commission's guidance on public benefit and the guidance for charities for the prevention or relief of poverty, and the Charity's activities fall squarely within the guidance. This allows for the continuance of the historical aims and objectives, from within a modern context.

The restriction on who may benefit from the Charity's funds, other than a requirement to demonstrate financial need, is that the beneficiaries are residents of Fulham. The objects of the Charity are "the relief either generally or individually of persons resident in the area of benefit who are in conditions of need, hardship or distress" and "the advancement of education by paying for the education and training for persons in need for the aim of their obtaining employment". There are three principle funding streams to which these criteria are applied: Relief in Need grants, Grants for Organisations, and Summer Schemes.

'Relief in Need' grants are given to local families and individuals who do not have the means to obtain essential items for themselves, or in circumstances where short educational or training for employment courses can help them into work. The aim is to ensure that people in the least privileged positions in society are helped with access to important goods and services which might otherwise be denied to them.

'Grants for Organisations' are available to support groups which target local residents on low incomes, where it can be shown that their proposed interventions will be able to underpin positive changes in the lives of the people involved. The Charity can only help projects (or the proportions of those projects) which work with Fulham residents.

## **GOVERNANCE, STRUCTURE AND MANAGEMENT** (continued)

### **Public Benefit** (continued)

'Summer Schemes' funding assists with organised activities and day trips for young local people from challenging backgrounds, over the July and August school holidays. It can also assist with longer trips - provided the destination venues are reputable, reasonably priced, and within the UK. All third-party funding relating to young people is conditional on a clearly promoted understanding of the duties of care towards vulnerables and minors, and on the existence and application of relevant policies and safety checks in this regard.

The Charity is solely a grant-giving charitable trust and does not take on contracts to provide public services or to replace statutory funds.

### **The Trustees**

DEBK's Board of Trustees comprises up to fourteen members – all of whom then become directors of the charitable company for the purposes of company legislation and Trustees for the purposes of charity legislation. Although residence in the area is not essential, it is useful for Trustees to have local knowledge and, in addition, general skills audits are carried out periodically. Many of the Board have given years of valuable service to the Charity. When vacancies have arisen, it has been the Charity's practice to recruit by advertising in the local press and voluntary sector publications. Selection is by interview, with predetermined skills and abilities being evaluated in such a way as to maintain a balance, with all appointments being followed by induction programmes.

*There are often opportunities for recruitment of new Trustees, and the Charity would be pleased to hear from anyone who would be interested in joining us in what is a rewarding and positive role. Information on joining the charity in this capacity can be gained by contacting us directly.*

An Annual General Meeting of the Dr Edwards & Bishop King's Fulham Charity is held each year, generally in December. One third of the Trustees must retire at each AGM, those longest in office retiring first and the choice between any of equal service being made by drawing lots. A retiring Trustee who remains qualified may be re-appointed.

During this financial year, two Trustees have left the Charity: Ms Linda Lindsey, and Cllr Adronie Alford. The Charity is grateful for the work done by both of these individuals, during their time in office.

### **Committees appointed by the Trustees**

Trustees attend five or six Trustees' meetings each year, and a meeting of Dr Edwards & Bishop King's Fulham Endowment Fund is held every July in order to review the operation of the Fund and the current investment policy. The AGM of the Fund's Trustee, Dr Edwards & Bishop King's Fulham Charity, is generally held in December. Further to this, Trustees are elected to serve on one or more of the Charity's committees, year on year, with Chairs appointed annually. The committees are briefly described in the following paragraphs, and each one reports to the Board, which also evaluates grants to organisations.

**GOVERNANCE, STRUCTURE AND MANAGEMENT** (continued)

**Committees appointed by the Trustees** (continued)

The Finance Committee meets on an 'as required' basis (not less than once per year) to prepare and monitor the budget, to oversee the Charity's investments and the audit report, and to look in depth at all financial aspects including the annual review of staff salaries, the management of the primary premises (Percy Barton House) and the letting of 309 Lillie Road (also owned by DEBK). This committee also monitors health, safety and risk management issues affecting the Charity.

The Governance Working Party's remit is to review procedural issues and to oversee the recruitment of Trustees (including dealing with the current vacancies already referred to). Meetings are convened as and when needed.

The Relief in Need (RiN) Committee responds to applications for funding of individuals for household and personal needs and training for employment and educational grants. It met ten times this year.

The Development Committee's remit is primarily the allocation of funding to Summer Schemes, but it also includes evaluation of the charity's profile – and in this past year it has encompassed preparations for the 400 year anniversary. It met three times this year.

The Charity also has an annual 'Awayday', where the Board as a whole meets in a relatively informal setting to consider the current positioning of the Charity – its relationship with current patterns of need, and its profile within the community. This main purpose of this is as a planning day, where consideration is given to overall strategy given the external changes that the Charity needs to respond to.

**Organisation and policy making**

All policy and grant making decisions are made by the Trustees. The day to day running of the Charity is directly managed and undertaken by the Clerk to the Trustees, who acts as the Chief Executive and Company Secretary. The Charity's office at Percy Barton House is usually open from Monday to Thursday from 10.00 a.m. to 4.30 p.m (although it is sometimes closed during these hours, due to external commitments).

## **GOVERNANCE, STRUCTURE AND MANAGEMENT** (continued)

### **Organisation and policy making** (continued)

The Charity has a website, <http://www.debk.org.uk/>, and the Trustees take responsibility for the maintenance and integrity of financial and other information displayed online. The site is standards compliant, and includes updates on the Charity's processes including the benefit areas and grant programmes. There is a good deal of information which might have been included in this report which may be more usefully accessed on the pages of the site – in part because some kinds of communications media are more suited to the internet than to 'hard copies', and in part because there is no way in a published report to predict changes in approach that may take place as the year goes on and describe them accurately in advance. DEBK regards itself as a responsive organisation and its relationship with the effects of poverty is continually adapted accordingly. Potential beneficiaries are encouraged to download the relevant (and most up to date) forms to apply for the various grant programmes, and to check for any variances. For those without internet access, the Charity also produces and distributes paper copies of relevant documentation and information leaflets.

The Trustees endorse a Risk Management Policy, which is updated at least annually – and referred to in more detail, later. This covers the significant risks which are to be found in the areas of governance, finance, investment, operations, staff and premises, including lone-working and long-term staff absence.

The Charity is registered under the Data Protection Act and has a policy in respect of criminal records disclosure for staff and Trustees in contact with vulnerable applicants.

### **Key management personnel**

The Trustees consider that they, together with the Clerk to the Trustees, comprise the key management personnel of the Charity in charge of directing and controlling, running and operating the Charity on a day to day basis.

The Trustees receive no remuneration in connection with their duties. The remuneration of the Clerk to the Trustees is set by the Trustees and any changes in remuneration are based on current rates of inflation.

### **Trustees' responsibilities statement**

The Trustees (who are also directors of Dr Edwards & Bishop King's Fulham Charity for the purposes of company law) are responsible for preparing the Trustees' report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the income and expenditure of the Charity for that period.

**GOVERNANCE, STRUCTURE AND MANAGEMENT** (continued)

**Trustees' responsibilities statement** (continued)

In preparing these financial statements, the Trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles in Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the Trustees confirms that:

- ◆ so far as the Trustee is aware, there is no relevant audit information of which the Charity's auditor is unaware; and
- ◆ the Trustee has taken all the steps that he ought to have taken as a Trustee in order to make himself aware of any relevant audit information and to establish that the Charity's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

The Trustees are responsible for the maintenance and integrity of the financial information included on the Charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## **GOVERNANCE, STRUCTURE AND MANAGEMENT** (continued)

### **Premises – Percy Barton House**

Up until July 2016, the Charity's premises (main hall only) were in use, reasonably regularly, as a meeting space for a range of adult groups. That usage was dropping off, and was discontinued. The space has instead been made available to 'Staying First', enabling them to run a furniture shop and advice centre. We are confident that the building as a whole is now making a more significant community contribution – delivering much more per hour, and per square foot, for the future. The building continues to be maintained by the Charity.

Health and safety throughout the premises is a standard item on the Clerk's Report to the meetings of Trustees and all aspects of maintaining a building for outside users are regularly monitored. Portable appliance testing is carried out annually on small electrical items. Percy Barton House is a smoke-free area compliant with the Health Act 2006. Where possible, the staff and users of the building recycle clean paper, print cartridges and other materials. Independent fire risk assessments have also been carried out on the premises.

### **309 Lillie Road**

The Charity's building in Lillie Road is let on a long lease to Hammersmith & Fulham Mind and it is used for their offices and counselling room. The rent is reviewed periodically.

### **Risk management**

Risk is primarily controlled through the constant review of a collection of detailed assessment documents, under a variety of headers. These cover (as key examples) governance, income and expenditure, staffing, health and safety, and buildings management. Trustees have access to these assessments through an online portal and, partly as a result, we examine what we do, why we do it, and what might conceivably go wrong – on an ongoing basis. Action plans arise and change as the risks themselves change, and so these can be regarded as 'working' documents – with headers and suggestions being added and removed, as well as amended. But these are not our only tools.

In terms of practical application, we monitor the areas as described, as follows.

## **GOVERNANCE, STRUCTURE AND MANAGEMENT** (continued)

### **Risk management** (continued)

Governance is a matter of frequent review, in all regards. The charity takes an interest in what is happening with other charities, in what the responsibilities of its staff and Trustees are – on a 'month by month' basis – and as outlined in literature which concerns itself with good practice, such as the Charity Commission's own guidelines (which are available to all new and existing Trustees, again through an online portal such as is continually updated). We also take an active interest in external updates as provided by advisory organisations. Headers within our core risk documentation are amended accordingly, as expectations change – and where it is felt that we need to adapt, discussions are taken within the remit of the Governance Committee or, as frequently, in meetings of the entire Trustee body. We have a reasonably healthy turnover of Trustees, producing a good balance of experience and vitality – and this in itself causes us to continually examine what we are doing and how and why we are doing it. Passing on knowledge is a good way of being brought to questioning that knowledge as it currently exists.

Income and expenditure are both monitored extremely closely, with regular scrutiny of budgets by the Clerk and the Trustees. Almost every meeting of every committee includes reference to both individual budget headers and overall budget headers, in the context of the performance of the investments which underpin us. Once a year, we have a meeting which specifically examines investment income matters, and only these matters. We have significant financial and budgeting knowledge within our board, but we also take advice from external professionals and this has been evident in decisions taken over recent years (and historically). Further to this, we undertake periodic assessments of the effectiveness of the grants which we give, looking at how meaningful they are within a given context, and changing focus as necessary.

Risks concerned with staffing are considered from many angles, and again are dealt from multiple points of focus. We continually look at whether we have the right structure to meet changing needs, and over the past year we have been continued to be concerned with many of the additional risks connected with efficiencies in this area – where we have been operating with only one member of staff. We have needed to consider how significantly this has increased the lone-working risks, as well as considering what would happen in the event of unexpected unavailability of that single employee.

## **GOVERNANCE, STRUCTURE AND MANAGEMENT** (continued)

### **Risk management** (continued)

As for the management of our buildings, these are governed by two different sets of considerations, given our ownership of two premises. One of our buildings is leased, and the conditions of that lease along with the associated income are regularly reviewed. Also, the relationship with the partner organisation (at 309 Lillie Road) is nurtured, and managed. Further to that, our 'main' building (Percy Barton House) has been the subject of intense discussion over recent years – leading to a decision on a significant change of use, with implications in many operational areas, risk included.

Perhaps the biggest risk of all, for us, would be that we failed to be relevant in a time of changing 'needs' – and a collective input (involving ourselves, involving the people we work with, involving our sister charity and other stakeholders and advisers) goes into ensuring that this is not something that we are likely to have to deal with, as a reality. We cannot prevent problems from arising, but we can do all we can to anticipate and manage them – and a lot of time and attention is given over to this requirement.

### **Fundraising strategy**

For most charities, fundraising is essential in order to maintain service levels. As a result, careful consideration has to be given to the way in which this need is met, so as to ensure that the methods chosen are not unreasonable, intrusive or aggressive. DEBK is, however, in an interesting position with regard to funds, given that all of our activities can be resourced as a result of our existing endowments.

The Trustees have taken the view for now, and for the foreseeable future, that there is nothing to be gained from fundraising activities, of any kind. Even if we were to invest time in this area, it would be unlikely that we would see any return because we already hold such a significant amount of capital. We feel that the best possible use of staff time is in the management of grant giving, and in the running of other aspects of the charity. If this decision is reviewed, then associated strategies will be reviewed, accordingly.

## **ACTUAL ACTIVITIES AND OBJECTIVES OVER THE YEAR**

### **Overall aims and activities**

Our most prominent aims and activities, this past financial year, have been in applying the objects of the charity to our grant giving, in a way which is in line with current trends and needs. We have continued to try to help individuals and families that are experiencing hardship, through the provision of direct and indirect grants. Our help may be delivered in the form of a bed, or a washing machine – or it may be delivered as a result of us funding support organisations where those organisations are concerned with community cohesion (for an example) or with educational development, or with combatting isolation. More information is provided in the following sections, about the types of grant funding we provide – and all of our planning and administrative work goes into making sure that our support is relevant, and contemporary.

**ACTUAL ACTIVITIES AND OBJECTIVES OVER THE YEAR** (continued)

**Grants to organisations (as governed by full Trustees' meetings)**

In the period up to 31 March 2018, our charity provided a total of £263,327 in grant funding to organisations which came to us for help. This level of expenditure is higher than in preceding years, and it reflects two factors. Firstly, there has been a higher level of demand. Secondly, the result of our achieving underspends against our budgets, in previous years, has meant that we had monies available this year to meet that increased demand, head on.

Three projects, in particular, contributed to the higher level of spending on organisations, for 2017/18. These are the Staying First shop and advice project, the Tree Shepherd employment support project, and the SPEAR (Resurgo) employment support project. Taking those projects aside, the majority of our grant activity during the year has tended to fall into three categories:

- ◆ Services which provide advice and assistance;
- ◆ Services which address the social and developmental needs of young people; and
- ◆ Services which address old age and/or isolation and/or prejudice.

A full list of organisational grants spending activity is provided on page 36.

**Relief of individual need (as governed by the designated RiN Committee)**

A total of £146,807 was spent this year on grants to individuals. That represents an increase of £16,123, when compared to last year's expenditure. This increase has occurred despite that fact that many of the applicants who might have been expected to come to us for help were able to get that help from other sources – most notably, from Local Support Payments (LSPs).

The reasons for the increase may in part be to do with the fact that we are making ourselves better known within the community, particularly in the way in which we offer support through the Internet. But it may be a factor of the changes in the benefits systems which have been occurring over recent months, and the bedding down of Universal Credit. This new system has many advantages – but it has also been subject to a number of teething problems, and in the short term this has increased the financial pressures on many of the families which we have dealt with.

**ACTUAL ACTIVITIES AND OBJECTIVES OVER THE YEAR** (continued)

**Relief of individual need (as governed by the designated RiN Committee)** (continued)

If we were to look at the breakdown of the grants themselves, the pattern would remain largely unchanged (year on year). When it comes to the kinds of items being requested, the most common will either be flooring (carpet, or vinyl) or white goods – with the single most requested items being a washing machine. These trends result not only from the patterns of needs as initially existing, but also from the restrictions which apply to LSPs. LSP does not tend to provide assistance with washing machines, or with carpets – whereas they are reasonably likely to offer fridges, cookers, and beds. If applicants are able to get items elsewhere, then they do not need to request them from us – and so we have arrived at an interesting trend (where the overall levels of requests have gone up, but where the demand for some types of items has gone down).

The core items, as provided by the charity to its beneficiaries, last year, are as follows: washing machines, fridge/freezers, cookers, beds and bedding kits, wardrobes, chests, flooring, and clothing. There are also a relatively small number of grants that we have given for sofas, tables and chairs, childcare equipment, and decorations.

The total number of Relief in Need grant applications received in the period was 235. The total number of grants awarded was 220. The average grant value was £667 (an increase of £20, compared to last year's figure).

**Educational grants for individuals (as governed by the designated RiN Committee)**

Only one educational grant was agreed, this year, such as was to be awarded directly to an individual. It was to allow the applicant to take part in a course through which to qualify as a fitness trainer. Despite our agreement, that grant was never taken up. (All other expenditure on educational advancement was channelled through our organisations' programme – most notably, through the grants awarded to Resurgo and Tree Shepherd.)

**Summer Schemes (as governed by a designated Development Committee)**

This year, ten grants were given in order to fund, or part fund, a selection of summer schemes – to a total of £28,912. Eight of these grants were given so as to support the type of project where a variety of activities would be delivered, at given sites (in Fulham) on a daily basis – lasting for the period from late July until late August. Each of these sites was managed by a different organisation, and each offered slightly different options for the children, but in principle the projects were largely in the same category. In most cases, onsite sports and play activities were complemented by offsite trips to places like zoos, adventure playgrounds, and museums.

Two grants did not fall in with this general pattern. A grant to Ray's Playhouse allowed for them to run 'Wiggle Waggle' sessions, as a part of their general range of activities – and a grant to Active 360 allowed for a number of older children from within our area of benefit to take part in Paddle boarding sessions at Paddington Basin, and Brentford Lock.

## **ACTUAL ACTIVITIES AND OBJECTIVES OVER THE YEAR** (continued)

### **The way people access our funds**

All of our funding is given as a result of individuals/organisations filling out the relevant application forms, and then submitting those applications (using DEBK staff as a conduit) either to a sub-committee of the charity, or to the full Board. Ahead of the relevant decision meeting, queries are (as far as possible) ironed out by the Clerk to the Trustees.

The forms themselves can be obtained in a number of ways – either as paper copies, or as digital copies. (They can, for example, be downloaded from our website. Or they can be posted out, or collected.) The forms themselves are largely self-explanatory, but help and assistance is given (where appropriate) if people are struggling to understand what is required. DEBK has given training sessions to external organisations, so that they too can offer help and support to anyone who is struggling to make sense of the process.

The Charity's website, [www.debk.org.uk](http://www.debk.org.uk), contains information explaining how to submit good applications. But, for anyone who is unsure as to how to move the process forward, we suggest that they ring the Charity and talk to the Clerk to the Trustees (Jonathan Martin) and he should be able to offer help and guidance.

### **The decisions we make, and restrictions to funding**

In 2017/18, and ongoing, the Trustees' decisions are and have been driven by the degree to which the respective applications match our criteria, and by the availability of funds.

There may be a number of reasons why an application is not successful, but listed below are the most common ones:

- ◆ The relevant client or client group is out of our area;
- ◆ The application does not relate to actual and/or significant hardship;
- ◆ The client or group has recently been funded by us, and is repeating an application; or
- ◆ There is other funding available (particularly where other organisations have existing legal duties to provide the requested times/services).

## **FINANCIAL REVIEW**

### **Financial report for the year**

A summary of the year's results can be found on page 23 of the attached financial statements.

Total income for the year was £434,710 (2017 – £409,646).

There have been net investment losses for the period of £249,597 (2017 – net investment gains of £647,153). Investment income has increased to £391,210 (2017 – £376,751).

Expenditure on grants and donations to organisations was £263,327 (2017 – £151,738). Expenditure on Relief in Need grants (including education grants of £280) was £146,807 (2017 – £130,685, including education grants of £8,263).

### **Reserves policy and financial position**

#### ***Reserves policy***

The Trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, or designated for specific purposes or otherwise committed.

The Trustees consider that the Charity should keep a reserve of £700,000 in the unrestricted fund to cover two years' expenditure and that the balance of the current unrestricted funds is available if required for grant-giving. A minimum of £50,000 is kept on short term deposit with the balance of free reserves deposited for up to a year at a time. Trustees are mindful not to spend the free reserves too quickly and continue to invest in a short-term fixed rate account to improve the interest on these reserves. This approach is regularly reviewed.

The Trustees are of the opinion that this provides sufficient flexibility to cover temporary shortfalls in income due to timing differences in income flows and adequate working capital to cover core costs.

**FINANCIAL REVIEW** (continued)

**Reserves policy and financial position** (continued)

***Financial position***

The balance sheet shows total reserves of £9,631,651 (2017 – £9,943,592). Of this £8,511,717 (2017 – £8,761,314) are investments held as an endowment fund, of which the capital must be kept and is unavailable to support the general financing of the Charity.

Designated funds, consisting of the freehold property fund, amount to £277,828. General funds amount to £842,106 of which £657 is represented by fixed assets, with the remaining £841,449 being free reserves. Of those free reserves, £85,250 has been set aside for grants to Staying First as described in note 15 to the attached financial statements. The residual balance of £756,856 is in line with the policy above.

**Investment policy**

The investment portfolio is shown in the financial statements as an endowment fund. The endowment funds are held in the subsidiary of the Charitable Company and are managed by the Company, its Trustee.

The Charity has a portfolio of investments with a market value as at 31 March 2018 of £8,511,717 (2017 – £8,761,314).

There are no restrictions on the Charity's power to invest. The investment strategy is set by the Trustees and takes into account income requirements, the risk profile and the investment manager's view of the market prospects in the medium term. The overall investment policy is to maximise total returns through a diversified portfolio which aims to provide the level of income required by the Trustees and at the same time to try to ensure that capital appreciation of the fund exceeds inflation over any five year period.

The Finance Committee reviews the Trustees' investment strategy and reports regularly to the Trustees. The Trustees monitor the performance of the portfolio at the bi-monthly meeting of the Trustees.

The Trustees closely monitor the Charity's income and are keen to improve it whilst continuing a low risk investment strategy. The Trustees continue to monitor the investment policy for the medium to long-term on a regular basis.

Free reserves held in the short term fixed rate account have been regularly reviewed and re-invested during the year.

The investment managers' report on the performance of the investments is as follows:

## **FINANCIAL REVIEW** (continued)

### **Investment policy** (continued)

#### **Charifund (as managed by M and G investments)**

Over the year to 31 March 2018 the fund generated a total return of 2.6% net of charges (2017 – 15.6%), against the benchmark FTSE All Share Index return of 1.2%. The high yield approach of Charifund, invested mainly in UK Equities with a minority of overseas listed stocks, has produced a solid total return over the last 12 months, although a return of increased volatility did lead to a negative capital return (-2.1%) which was still ahead of the wider FTSE All-Share benchmark capital return (-2.4%). The structural bias towards medium and smaller sized companies contributed to this modest out-performance of the wider UK market, despite Q1 2018 proving to be a particular challenge with a US-led correction. This emphasises Charifund's defensive characteristics. The Fund maintained significant weightings in the mega-cap names because of their valuable dividends, although we remain underweight relative to their overall market weightings to ensure that we are not taking too much stock-specific risk.

#### **Charibond (as managed by M and G investments)**

Over the year to 31 March 2018, the fund generated a total return of -1.3% net of charges (2017 – 6.7%) against the benchmark FTSE All Stocks Gilts Index return of 0.5%. In what has proved a much tougher environment for Bonds with increasing upward pressure on UK inflation and the first rises in UK interest rates for around 10 years, manager Jamie Hamilton has focused predominantly on taking advantage of the additional flexibility afforded to him by the independent board, significantly reducing the Fund's sensitivity to further rises in inflation and base rates by increasing exposure to shorter-dated Gilts and higher quality Corporate Bonds, thus reducing the duration profile. Charibond still has around 46% invested in Corporates and, with a maximum upper limit for Corporates of 60%, there remains significant headroom to continue increasing exposure at the expense of poorer value Gilts as and when opportunities present. Nonetheless, taking remedial action to better protect capital has inevitable consequences on the amount of income that investors can realistically expect to receive in future, given the level of sustainable income yields available in markets currently. As a result, Charibond's forward-looking yield was set to be reduced to around 2.3% from May 2018 onwards, leaving those investors who rely on a higher yield level to consider whether re-allocating to Equities or to higher yielding bond funds might be a necessary move.

### **FUTURE PLANS: TRUSTEES' PLANS FOR 2018-19**

As outlined in previous reports, it remains true to say that this Charity's future will always to some extent be shaped by its past. The fact is that we are a grant giving entity, able to provide funding within a specific area, in line with a fairly specific set of conditions. However, our Trustees do meet annually to discuss our aims and objectives, such as can be pursued within the existing boundaries.

This year, our planning day (which will be in September, where in previous years it has been in March) will look to be particularly ambitious when considering where we go next – because the achievement of having reached our 400<sup>th</sup> birthday needs to be marked by more than just a celebration of the past. And although the change in timetable has meant that we cannot comment on this year's 'Awayday', in this year's Annual Report, there are still some ideas relative to our 2017 planning day which are beginning to take shape, and which it might be useful to make note of.

Firstly, in terms of publicity. Over previous years, we have reported that we still feel ourselves in some ways to be too much of a 'well kept secret'. By way of addressing this, in our anniversary year, we will be taking part in some of our major (local) public events – adding our physical presence, rather than only offering background support. As an example of how we would do this: we will be setting up two stalls at the Parson's Green Fair, in early July. Members of our Trustee body will be present at those stalls, and we will be able to talk to people from Fulham about what our Charity does, gaining opinions as to how relevant people feel we are, and about what we might be able to do better. We will attract people to these stalls by means of a stilt walker, and a (free) face painter. (And we will make clear that we are not asking for funding but, rather, in a position to provide it.)

Further to the above, we will also be launching a new website this summer. This has been set up, and is due to go live in the summer. It will carry our recently commissioned logo, which we are very pleased with. And this is all a part of firming up our identity. We now have a presence on Twitter, Facebook, and Nextdoor, too. Slowly, but surely, we are building up a bigger 'following'.

Then there remain the questions about staffing levels, and about our base. This year's 'Awayday' will see us engaging a professional facilitator, who will be encouraging our Board to be as unconstrained as is possible when putting forward suggestions as to where we might be five years, or ten years, or perhaps 400 years from now. Questions continue to arise as to whether Percy Barton House remains the right place for us to work from, or whether we should be a part of some external hub, where people are already visiting in order to get help. And, alongside of all of this, we will be further analysing the impact of the work we are doing with Hammersmith United Charities, to create an overarching Charity presence ('United, in Hammersmith and Fulham') across the entire borough. We continue to pursue our options, aiming to provide the most useful service possible, for those living in our area of benefit.

**FUTURE PLANS: TRUSTEES' PLANS FOR 2018-19** (continued)

Lastly, one very significant change. As may well have been noted, from the paragraphs in this report which relate to the returns we can expect on our investments: Charibond, in the foreseeable future, is not considered likely to bear a great deal of fruit, from the point of view of income. Charifund is likely to outperform it. As a result of that forecast, the Charity has decided to further change the split of its funds (which was at one time 50/50) so that 100% of the investment is in the Fund. This will see us realising a slightly lower income, year on year, than in 2017/18. But, on the whole, the picture will still remain positive, and there is not likely to be anything other than a minimal impact on our activities, for this coming year.

Signed on behalf of the Trustees:

Trustee

Approved by the board on:

Company Registration Number: 05525568 (England and Wales)

**Independent auditor's report to the members of Dr Edwards and Bishop King's Fulham Charity**

**Opinion**

We have audited the financial statements of Dr Edwards and Bishop King's Fulham Charity (the 'charitable company') for the year ended 31 March 2018 which comprise the statement of financial activities, the balance sheet, the principal accounting policies and the notes to the financial statements. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- ◆ give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- ◆ the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- ◆ the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**Other information**

The trustees are responsible for the other information. The other information comprises the information included in the annual report and financial statements, other than the financial

## **Independent auditor's report 31 March 2018**

statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- ◆ the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- ◆ the trustees' report has been prepared in accordance with applicable legal requirements.

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- ◆ adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ certain disclosures of trustees' remuneration specified by law are not made; or
- ◆ we have not received all the information and explanations we require for our audit; or
- ◆ the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is

## **Independent auditor's report 31 March 2018**

necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Avnish Savjani, Senior Statutory Auditor  
for and on behalf of Buzacott LLP, Statutory Auditor  
130 Wood Street  
London  
EC2V 6DL

## Statement of financial activities Year to 31 March 2018

|  | Notes | Unrestricted funds<br>£ | Endowment funds<br>£ | 2018<br>Total funds<br>£ | 2017<br>Total funds<br>£ |
|--|-------|-------------------------|----------------------|--------------------------|--------------------------|
| <b>Income</b>  |       |                         |                      |                          |                          |
| Donations and legacies                                 |       | 500                     | —                    | <b>500</b>               | 326                      |
| Investment income                                      | 1     | 391,210                 | —                    | <b>391,210</b>           | 376,751                  |
| Income from other trading activities                   |       |                         |                      |                          |                          |
| . Rent receivable                                      | 2     | 43,000                  | —                    | <b>43,000</b>            | 32,569                   |
| <b>Total income</b>                                    |       | <b>434,710</b>          | <b>—</b>             | <b>434,710</b>           | 409,646                  |
| <b>Expenditure</b>                                     |       |                         |                      |                          |                          |
| Expenditure on charitable activities                   | 3     |                         |                      |                          |                          |
| . Grants to individuals                                |       | 192,490                 | —                    | <b>192,490</b>           | 175,812                  |
| . Grants to local organisations                        |       | 287,970                 | —                    | <b>287,970</b>           | 175,856                  |
| . Percy Barton House and 309 Lillie Road               |       | 16,594                  | —                    | <b>16,594</b>            | 16,645                   |
| <b>Total expenditure</b>                               |       | <b>497,054</b>          | <b>—</b>             | <b>497,054</b>           | 368,313                  |
| <b>Net income before (losses) gains on investments</b> | 4     | <b>(62,344)</b>         | <b>—</b>             | <b>(62,344)</b>          | 41,333                   |
| Net (losses) gains on investments                      | 8     | —                       | (249,597)            | <b>(249,597)</b>         | 647,153                  |
| <b>Net income and net movements in funds</b>           |       | <b>(62,344)</b>         | <b>(249,597)</b>     | <b>(311,941)</b>         | 688,486                  |
| <b>Reconciliation of funds</b>                         |       |                         |                      |                          |                          |
| Balances brought forward at 1 April 2017               |       | 1,182,278               | 8,761,314            | <b>9,943,592</b>         | 9,255,106                |
| Balances carried forward at 31 March 2018              |       | 1,119,934               | 8,511,717            | <b>9,631,651</b>         | 9,943,592                |

All of the charitable company's activities were continuing during the above two financial periods.

All recognised gains and losses are included in the above statement of financial activities.

**Balance sheet** As at 31 March 2018

|  | Notes | 2018<br>£      | 2018<br>£        | 2017<br>£      | 2017<br>£        |
|--|-------|----------------|------------------|----------------|------------------|
| <b>Fixed assets</b>                            |       |                |                  |                |                  |
| Tangible assets                                | 7     |                | 278,485          |                | 287,856          |
| Investments                                    | 8     |                | 8,511,717        |                | 8,761,314        |
| <b>Total fixed assets</b>                      |       |                | <b>8,790,202</b> |                | <b>9,049,170</b> |
| <b>Current assets</b>                          |       |                |                  |                |                  |
| Debtors  | 9     | 4,913          |                  | 4,963          |                  |
| Short term deposits                            |       | 915,955        |                  | 965,013        |                  |
| Cash at bank and in hand                       |       | 1,000          |                  | 1,000          |                  |
| <b>Total current assets</b>                    |       | <b>921,868</b> |                  | <b>970,976</b> |                  |
| <b>Liabilities</b>                             |       |                |                  |                |                  |
| Creditors: amounts falling due within one year | 10    | (80,419)       |                  | (76,554)       |                  |
| <b>Net current assets</b>                      |       |                | <b>841,449</b>   |                | <b>894,422</b>   |
| <b>Total net assets</b>                        |       |                | <b>9,631,651</b> |                | <b>9,943,592</b> |
| <b>The funds of the charity</b>                |       |                |                  |                |                  |
| Unrestricted funds                             |       |                |                  |                |                  |
| . General funds                                | 11    | 842,106        |                  | 895,195        |                  |
| . Designated funds                             | 12    | 277,828        |                  | 287,083        |                  |
|  |       |                | 1,119,934        |                | 1,182,278        |
| Endowment fund                                 | 13    |                | 8,511,717        |                | 8,761,314        |
| <b>Total charity funds</b>                     |       |                | <b>9,631,651</b> |                | <b>9,943,592</b> |

Approved by the Board of Trustees, Company Registration Number 05525568 (England and Wales), and signed on its behalf by:

Trustee

Approved by the board on:

## Principal accounting policies 31 March 2018

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the accounts are laid out below.

### **Basis of preparation**

These accounts have been prepared for the year to 31 March 2018.

The accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these accounts.

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

The accounts are presented in sterling and are rounded to the nearest pound.

### **Critical accounting estimates and areas of judgement**

Preparation of the accounts requires the trustees and management to make significant judgements and estimates.

The items in the accounts where these judgements and estimates have been made include:

- ◆ estimating the liability for multi-year grant commitments; and
- ◆ estimating the useful economic life of tangible fixed assets.

### **Assessment of going concern**

The trustees have assessed whether the use of the going concern assumption is appropriate in preparing these accounts. The trustees have made this assessment in respect to a period of one year from the date of approval of these accounts.

The trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. The most significant areas of judgement that affect items in the accounts are detailed above. With regard to the next accounting period, the year ending 31 March 2019, the most significant area that affects the carrying value of the assets held by the charity are the level of investment return and the performance of the investment markets (see the investment policy and the risk management sections of the trustees' report for more information).

### **Income recognition**

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income comprises donations, investment income and rental income.

Donations are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that those conditions will be fulfilled in the reporting period.

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

Rental income is usually recognised in the period to which the income relates. Where income is received in arrears this is accrued if it is probable that the income will be received.

### **Expenditure recognition and basis of allocating costs**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. Expenditure comprises direct costs and support costs. All expenses, including support costs, are allocated or apportioned to the applicable expenditure headings.

Charitable activities comprise grants payable to people on low incomes for essential items of daily living; grants and donations to local organisations whose work meets the Charity's criteria of helping people in need; and the costs associated with providing a meeting place for local organisations at Percy Barton House. The cost of administering the grant programme and other indirect charitable expenditure is also included under this heading, apportioned across the three activities of the Charity. The basis of apportioning support costs is as follows:

- ◆ Premises costs are apportioned according to the floor area occupied by each activity.
- ◆ Staff costs are apportioned according to estimated time spent by support staff on each activity.
- ◆ Other support costs are apportioned according to estimated time spent by all staff on each activity.

## Principal accounting policies 31 March 2018

### Expenditure recognition and basis of allocating costs (continued)

The percentages used are:

|                                    | Premises           | Staff support costs |              | Other support costs |              |
|------------------------------------|--------------------|---------------------|--------------|---------------------|--------------|
|                                    | 2017 and<br>2018 % | 2018<br>%           | 2017<br>%    | 2018<br>%           | 2017<br>%    |
| Grants to individuals              | 23.0               | 60.0                | 60.0         | 60.3                | 60.6         |
| Grants to organisations            | 23.0               | 30.0                | 30.0         | 29.8                | 29.6         |
| Percy Barton House 309 Lillie Road | 54.0               | 10.0                | 10.0         | 9.9                 | 9.8          |
|                                    | <b>100.0</b>       | <b>100.0</b>        | <b>100.0</b> | <b>100.0</b>        | <b>100.0</b> |

Grants, donations and pensions payable are included in the statement of financial activities when approved and when the intended recipient has either received the funds or been informed of the decision to make the payment and has satisfied all related conditions. Grants and donations approved but not paid at the end of the financial year are accrued.

### Tangible fixed assets

All assets costing more than £5,000 and with an expected useful life exceeding one year are capitalised.

#### *Freehold property*

Freehold properties used for the direct charitable work of the Charity are included in these financial statements at cost at the date of acquisition together with the cost of additions and improvements to date.

Freehold properties are depreciated at a rate of 2% per annum on a straight line basis in order to write the buildings off over their estimated useful economic life to the Charity. No depreciation is provided on freehold land.

#### *Other tangible fixed assets*

Other tangible fixed assets are capitalised and depreciated at the following annual rates in order to write them off over their estimated useful lives:

- ◆ Furniture and equipment 15% per annum based on written down value
- ◆ Computer equipment 25% per annum based on written down value

### Fixed asset investments

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price.

The charity does not acquire put options, derivatives or other complex financial instruments.

**Fixed asset investments** (continued)

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and their opening carrying value or their purchase value, if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value at that date. Realised and unrealised investment gains (or losses) are combined in the statement of financial activities and are credited (or debited) in the year in which they arise.

**Debtors**

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

**Cash at bank and in hand**

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits.

**Creditors and provisions**

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

**Fund structure**

The general fund comprises those monies which may be used towards meeting the charitable objectives of the Charity at the discretion of the Trustees.

The designated funds are monies set aside out of general funds and designated for specific purposes by the Trustees.

The endowment fund comprises monies for which the Charity has responsibility in Trustee capacity. Income from the endowment fund can be used for general purposes and is credited directly to unrestricted funds.

**Pension contributions**

Contributions in respect of the charity's defined contribution pension scheme are charged to the statement of financial activities when they are payable to the scheme. The charity's contributions are restricted to the contributions disclosed in note 5. There were no outstanding contributions at the year end. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

## Notes to the financial statements 31 March 2018

### 1 Investment income

|                               | Unrestricted funds<br>£ | Endowment funds<br>£ | 2018<br>Total<br>funds<br>£ | 2017<br>Total<br>funds<br>£ |
|-------------------------------|-------------------------|----------------------|-----------------------------|-----------------------------|
| <b>From endowment fund</b>    |                         |                      |                             |                             |
| M & G Charibond               | 90,813                  | —                    | <b>90,813</b>               | 90,813                      |
| M & G Charifund               | 299,391                 | —                    | <b>299,391</b>              | 283,477                     |
|                               | <u>390,204</u>          | <u>—</u>             | <u><b>390,204</b></u>       | <u>374,290</u>              |
| <b>From unrestricted fund</b> |                         |                      |                             |                             |
| CAF 90 Day Notice Account     | 825                     | —                    | <b>825</b>                  | 2,033                       |
| CAF Gold Account              | 181                     | —                    | <b>181</b>                  | 428                         |
|                               | <u>1,006</u>            | <u>—</u>             | <u><b>1,006</b></u>         | <u>2,461</u>                |
| <b>2018 total funds</b>       | <u>391,210</u>          | <u>—</u>             | <u><b>391,210</b></u>       | <u>376,751</u>              |
| 2017 total funds              | <u>376,751</u>          | <u>—</u>             | <u><b>376,751</b></u>       |                             |

### 2 Rent receivable

|                         | Unrestricted funds<br>£ | Endowment funds<br>£ | 2018<br>Total<br>funds<br>£ | 2017<br>Total<br>funds<br>£ |
|-------------------------|-------------------------|----------------------|-----------------------------|-----------------------------|
| <b>2018 total funds</b> | <u>43,000</u>           | <u>—</u>             | <u><b>43,000</b></u>        | <u>32,569</u>               |
| 2017 total funds        | <u>32,569</u>           | <u>—</u>             | <u><b>32,569</b></u>        |                             |

### 3 Cost of charitable activities

|  | Grant making<br>£ | Direct costs<br>£ | Support costs<br>£ | 2018<br>un-<br>restricted<br>and<br>total<br>funds<br>£ | 2017<br>un-<br>restricted<br>and<br>total<br>funds<br>£ |
|--|-------------------|-------------------|--------------------|---|---|
| Grants to individuals                  | 146,807           | 300               | 45,383             | <b>192,490</b>  | 175,812   |
| Grants to local organisations          | 263,327           | —                 | 24,643             | <b>287,970</b>  | 175,856   |
| Percy Barton House and 309 Lillie Road | —                 | 291               | 16,303             | <b>16,594</b>   | 16,645  |
|  | <u>410,134</u>    | <u>591</u>        | <u>86,329</u>      | <u><b>497,054</b></u>                                   | <u>368,313</u>  |

A detailed list of the grants payable to institutions is given in the appendix to these financial statements.

## Notes to the financial statements 31 March 2018

### 3 Cost of charitable activities (continued)

| <b>Support costs breakdown</b>                      | Grants to individuals<br>£ | Grants to local organisations<br>£ | Percy Barton House and 309 Lillie Road<br>£ | <b>2018 Total</b><br>£ | Basis of allocation |
|---|----------------------------|------------------------------------|---|------------------------|---------------------|
| <i>Premises</i>                                     | 4,015                      | 4,015                              | 9,428                                       | <b>17,458</b>          | 1                   |
| <i>Staff costs (note 5)</i>                         | 30,095                     | 15,048                             | 5,015                                       | <b>50,158</b>          | 2                   |
| <i>Other support costs:</i>                         |                            |                                    |   |                        | 3                   |
| <i>Printing, stationery and postage</i>             | 207                        | 103                                | 34  | <b>344</b>             |                     |
| <i>Telephone</i>                                    | 621                        | 308                                | 103   | <b>1,032</b>           |                     |
| <i>Insurance</i>                                    | 546                        | 271                                | 90  | <b>907</b>             |                     |
| <i>Bank charges</i>                                 | 53                         | 26                                 | 9   | <b>88</b>              |                     |
| <i>Subscriptions, seminar fees and sundries</i>     | 34                         | 16                                 | 6   | <b>56</b>              |                     |
| <i>Website and publicity</i>                        | 1,039                      | 514                                | 171   | <b>1,724</b>           |                     |
| <i>Legal fees, payroll and computer consultancy</i> | 470                        | 230                                | 77  | <b>777</b>             |                     |
| <i>Bookkeeping fees</i>                             | 1,616                      | 801                                | 267   | <b>2,684</b>           |                     |
| <i>Copier, computer and other software costs</i>    | 1,193                      | 591                                | 197   | <b>1,981</b>           |                     |
| <i>Auditor's remuneration</i>                       | 5,494                      | 2,720                              | 906   | <b>9,120</b>           |                     |
|   | <b>45,383</b>              | <b>24,643</b>                      | <b>16,303</b>                               | <b>86,329</b>          |                     |

#### Basis for support costs allocation

1. Premises costs are allocated according to floor area used for each activity.
2. Support staff costs are allocated on the basis of estimated time spent on operational activities by those staff members.
3. Other support costs are allocated on the basis of estimated time spent on operational activities by all staff, including those attributed to direct costs.

### 4 Net income before gains on investments

This is stated after charging:

|                                  | <b>Total 2018</b><br>£ | Total 2017<br>£ |
|----------------------------------|------------------------|-----------------|
| Employees' remuneration (note 5) | <b>50,158</b>          | 49,770          |
| Auditor's remuneration           |                        |                 |
| . Audit fees                     | <b>4,560</b>           | 4,450           |
| . Other services                 | <b>4,560</b>           | 4,450           |
| Depreciation                     | <b>9,371</b>           | 9,392           |

**5 Employees' and remuneration of Trustees and key management personnel**

|  | 2018<br>£     | 2017<br>£     |
|--|---------------|---------------|
| Staff costs during the year were as follows: |               |               |
| Wages and salaries                           | 46,466        | 46,190        |
| Social security costs                        | 1,892         | 1,780         |
| Other pension costs                          | 1,800         | 1,800         |
|  | <b>50,158</b> | <b>49,770</b> |

No employee earned £60,000 per annum or more during the year (2017 – none).

The average number of employees during the year, calculated on an average headcount basis was 2 (2017 – 2).

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the Trustees and the Clerk to the Trustees.

The total remuneration (including taxable benefits and employer's national insurance and pension contributions) of the key management personnel for the year was £47,298 (2017 – £46,332).

No Trustees received any remuneration for their services (2017 – none). No Trustee was reimbursed for any expenses incurred whilst acting as a Trustee (2017 – none).

**6 Taxation**

Dr Edwards & Bishop King's Fulham Charity is a registered charity and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

**7 Tangible fixed assets**

|                                   | Freehold<br>property<br>£ | Furniture<br>and<br>equipment<br>£ | Computer<br>equipment<br>£ | Total<br>£     |
|-----------------------------------|---------------------------|------------------------------------|----------------------------|----------------|
| <b>Cost</b>                       |                           |                                    |                            |                |
| At 1 April 2017 and 31 March 2018 | 508,372                   | 9,632                              | 604                        | <b>518,608</b> |
| <b>Depreciation</b>               |                           |                                    |                            |                |
| At 1 April 2017                   | 221,289                   | 8,859                              | 604                        | <b>230,752</b> |
| Charge for year                   | 9,255                     | 116                                | —                          | <b>9,371</b>   |
| At 31 March 2018                  | <b>230,544</b>            | <b>8,975</b>                       | <b>604</b>                 | <b>240,123</b> |
| <b>Net book values</b>            |                           |                                    |                            |                |
| At 31 March 2018                  | 277,828                   | 657                                | —                          | <b>278,485</b> |
| At 31 March 2017                  | <b>287,083</b>            | <b>773</b>                         | <b>—</b>                   | <b>287,856</b> |

**Notes to the financial statements 31 March 2018**

**7 Tangible fixed assets (continued)**

As permitted under FRS 102, the Charity has opted to adopt a policy of not revaluing its fixed assets. The book value of land and buildings is based on cost. It is likely that there are material differences between the open market values of the Charity's freehold land and buildings and their book values due to the effects of inflation. The amounts of such differences cannot be ascertained without incurring significant cost, which, in the opinion of the Trustees, is not justified in terms of the benefits to the users of the financial statements.

**8 Investments**

|   | 2018<br>£        | 2017<br>£ |
|---|------------------|-----------|
| <b>UK listed investments</b>                                    |                  |           |
| Market value at 1 April 2017                                    | 8,761,314        | 8,114,161 |
| Additions at cost   | —                | —         |
| Disposals at carrying value (including realised losses of £nil) | —                | —         |
| Net unrealised investment gain (loss)                           | <b>(249,597)</b> | 647,153   |
| Market value at 31 March 2018                                   | <b>8,511,717</b> | 8,761,314 |
| <br>  |                  |           |
| Cost of listed investments as at 31 March 2018                  | <b>7,249,934</b> | 7,249,934 |

At 31 March 2018 listed investments included the following holdings, representing a material percentage of the total portfolio:

| Holding         | Market<br>value of<br>holding<br>£ | % of<br>portfolio |
|-----------------|------------------------------------|-------------------|
| M & G Charibond | 2,435,562                          | 29%               |
| M & G Charifund | 6,076,155                          | 71%               |
|                 | <b>8,511,717</b>                   | <b>100%</b>       |

All listed investments were dealt in on a recognised stock exchange.

## Notes to the financial statements 31 March 2018

### 8 Investments (continued)

The total unrealised gains as at 31 March 2018 constitute movements on revaluation of investments and are as follows:

|  | 2018<br>£        | 2017<br>£ |
|--|------------------|-----------|
| <b>Unrealised gains included above:</b>                    |                  |           |
| On investments   | <b>1,261,783</b> | 1,511,380 |
| <b>Total unrealised gains at 31 March 2018</b>             | <b>1,261,783</b> | 1,511,380 |
| <b>Reconciliation of movements in unrealised gains</b>     |                  |           |
| Unrealised gains at 1 April 2017                           | <b>1,511,380</b> | 864,227   |
| Less: in respect to disposals in the year                  | <b>—</b>         | —         |
|  | <b>1,511,380</b> | 864,227   |
| Add: net (losses) gains on revaluation arising in the year | <b>(249,597)</b> | 647,153   |
| <b>Total unrealised gains at 31 March 2018</b>             | <b>1,261,783</b> | 1,511,380 |

### 9 Debtors

|                 | 2018<br>£    | 2017<br>£ |
|-----------------|--------------|-----------|
| Rent receivable | <b>1,250</b> | —         |
| Prepayments     | <b>3,149</b> | 3,256     |
| Accrued income  | <b>514</b>   | 1,707     |
|                 | <b>4,913</b> | 4,963     |

### 10 Creditors: amounts falling due within one year

|   | 2018<br>£     | 2017<br>£ |
|---|---------------|-----------|
| Charitable giving                                     | <b>69,007</b> | 66,009    |
| Support, management and administration of the Charity | <b>11,412</b> | 10,545    |
|   | <b>80,419</b> | 76,554    |

### 11 Unrestricted funds – General funds

|   | 2018<br>£       | 2017<br>£ |
|---|-----------------|-----------|
| At 1 April 2017   | <b>895,195</b>  | 844,607   |
| Net movement in funds                                   | <b>(62,344)</b> | 41,333    |
| Movement in respect of freehold property fund (note 12) | <b>9,255</b>    | 9,255     |
| At 31 March 2018  | <b>842,106</b>  | 895,195   |

**12 Unrestricted funds – Designated funds**

|                        | At<br>1 April<br>2017<br>£ | Income<br>£ | Gains,<br>losses and<br>transfers<br>£ | At<br>31 March<br>2018<br>£ |
|------------------------|----------------------------|-------------|--|-----------------------------|
| Freehold property fund | 287,083                    | —           | (9,255)                                | <b>277,828</b>              |

The freehold property fund represents the net book value of the charity's freehold property. A decision was made to separate this fund from the general fund of the charity in recognition of the fact that the freehold property is essential to the day-to-day work of the charity and as such its value should not be regarded as funds that would be realisable with ease, in order to meet future contingencies.

**13 Endowment fund**

The endowment fund comprises monies for which the charity has responsibility in a Trustee capacity.

|                | At<br>1 April<br>2017<br>£ | Income<br>£ | Gains,<br>losses and<br>transfers<br>£ | At<br>31 March<br>2018<br>£ |
|----------------|----------------------------|-------------|--|-----------------------------|
| Endowment fund | 8,761,314                  | —           | (249,597)                              | <b>8,511,717</b>            |

**14 Analysis of net assets between funds**

|   | General<br>funds<br>£ | Designated<br>funds<br>£ | Endowment<br>fund<br>£ | Total<br>funds<br>£ |
|---|-----------------------|--------------------------|------------------------|---------------------|
| <b>Fund balances at 31 March 2018 are represented by:</b> |                       |                          |                        |                     |
| Tangible fixed assets                                     | 657                   | 277,828                  | —                      | <b>278,485</b>      |
| Investments   | —                     | —                        | 8,511,717              | <b>8,511,717</b>    |
| Net current assets  | 841,449               | —                        | —                      | <b>841,449</b>      |
| Total net assets  | <b>842,106</b>        | <b>277,828</b>           | <b>8,511,717</b>       | <b>9,631,651</b>    |

**15 Grant commitments**

|  | 2018/19<br>£  | 2019/20<br>£  | Total<br>£           |
|--|---------------|---------------|----------------------|
| Staffing advice centre                                 | 35,000        | 26,250        | <b>61,250</b>        |
| Gift in kind – rent of ground floor Percy Barton House | 12,000        | 12,000        | <b>24,000</b>        |
| Total net assets                                       | <u>47,000</u> | <u>38,250</u> | <u><b>85,250</b></u> |

As at 31 March 2017 the charity had agreed in principle to grant a maximum of £166,000 to Staying First to operate an advice centre and second hand furniture shop from the ground floor of Percy Barton House for a period of three years.

A maximum of £25,000 was allocated for preparing the ground floor for Staying First operations and £18,816 has been expended for the refurbishment work in 2017/18.

Of the remaining £141,000 committed at the start of the agreement, £36,000 was allocated to premises rental and £105,000 to staffing the advice centre, spread equally over the three year period. The advice centre grant was revised to £101,550 in the 2017/18 financial year.

A total of £48,800 was expended in 2017/18 (2016/17 – £3,500) resulting in a total grant commitment at 31 March 2018 of £85,250.

Staying First has been granted a second one year lease from 1 April 2018.

As payment of the individual elements of this grant are subject to quarterly review, will be discontinued if the project ceases to operate or has unsatisfactory outcomes, and is dependent on the charity's financial position at the time, no provision has been made for future grants in these financial statements.

Appendix to the financial statements 31 March 2018

|  | 2018<br>£      | 2017<br>£      |
|--|----------------|----------------|
| <b>Grants to organisations:</b>  |                |                |
| <b>(a) Grants</b>  |                |                |
| Bishop Creighton House   | —              | 10,000         |
| Cedar Lodge  | —              | 250            |
| Community Education Forum  | —              | 4,572          |
| Edith Durham Supplementary School  | —              | 2,500          |
| Fulham Citizen Advice Bureau   | 10,000         | —              |
| Fulham Primary School  | 4,040          | 3,850          |
| Glass Door   | 10,635         | 9,975          |
| Hammersmith & Fulham Artsfest  | 5,500          | 2,590          |
| Hammersmith & Fulham Caring for Carers (including gift in kind for rent of £2,000 in 2016) | (3,000)        | 6,000          |
| Hammersmith & Fulham Community Gardeners Association                                       | 5,000          | —              |
| Hammersmith & Fulham Family Groups Project   | 5,000          | 5,000          |
| Hammersmith & Fulham MIND  | 13,901         | —              |
| Honey Pot  | 3,808          | —              |
| Lido Foundation  | 7,700          | —              |
| Lunch Club 4 the Blind   | 3,000          | 3,000          |
| Musiko Musica  | —              | 4,900          |
| Shepherds Bush Families Project  | —              | 5,000          |
| SPECTRA  | —              | 7,138          |
| Sobus  | 10,000         | —              |
| St Albans Church   | 6,000          | —              |
| St Andrew's Church   | 7,700          | 9,400          |
| St Michael's Youth Club  | 15,000         | 5,238          |
| St Paul's Money Advice Centre( Crosslight Hammersmith)                                     | —              | 10,000         |
| St Peter's Church  | —              | 5,000          |
| The Doorstep Library Network   | 5,012          | —              |
| The Food Bank  | 15,000         | 10,000         |
| The Smile Brigade  | —              | 2,000          |
| The Honeypot Children's Charity  | —              | 3,099          |
| West London Centre for Counselling   | 2,840          | 2,680          |
| West London Family Church Youth Club   | 5,000          | 700            |
| Woman's Trust  | 5,663          | 5,000          |
|  | <b>137,799</b> | <b>117,892</b> |
| <b>(b) Summer Schemes</b>  |                |                |
| Active 360 Paddle Boarding   | 1,200          | —              |
| Fun Days Holiday Playscheme  | 3,000          | 3,000          |
| Hammersmith & Fulham Action on Disability  | 4,470          | 4,470          |
| Hammersmith & Fulham Play Association  | 1,500          | —              |
| Hestia Housing and Support   | 1,000          | 1,000          |
| London Sports Trust (Previously Active Planet)   | 6,000          | 6,950          |
| Ray's Playhouse  | 372            | —              |
| Sands End Adventure Project (SEAPIA)   | 7,000          | 7,812          |
| St Albans/Field Road Adventure Project   | —              | 2,744          |
| The Brunswick Club for Young People  | 4,370          | 4,370          |
|  | <b>28,912</b>  | <b>30,346</b>  |

**Appendix to the financial statements 31 March 2018**

|  |                       |                       |
|--|-----------------------|-----------------------|
| <b>(c) Shop and Advice Centre at Percy Barton House</b>        |                       |                       |
| Staying First (note 15)  | <u>67,616</u>         | <u>3,500</u>          |
| <br>   |                       |                       |
| <b>(d) Education Grants</b>                                    |                       |                       |
| Resurgo  | 12,000                | —                     |
| Tree Shepherd  | <u>17,000</u>         | <u>—</u>              |
|  | <b>29,000</b>         | <b>—</b>              |
| <br>   |                       |                       |
| <b>Total one off and summer scheme grants to organisations</b> | <b><u>263,327</u></b> | <b><u>151,738</u></b> |
| <br>   |                       |                       |
| <b>Grants to individuals:</b>                                  |                       |                       |
| Relief in need (including education/training grants)           | 146,807               | 130,685               |
| <br>   |                       |                       |
| <b>Total grants to individuals</b>                             | <b><u>146,807</u></b> | <b><u>130,685</u></b> |
| <br>   |                       |                       |
| <b>Total to individuals and organisations</b>                  | <b><u>410,134</u></b> | <b><u>282,423</u></b> |

## Supplementary notes to the financial statements Year to 31 March 2018

This page does not form part of the statutory financial statements.

|  | 2018<br>£        | 2017<br>£        |
|--|------------------|------------------|
| <b>Freehold property</b>                         |                  |                  |
| Percy Barton House - cost                        | 311,620          | 311,620          |
| - accumulated depreciation                       | (144,339)        | (139,019)        |
| - net book value                                 | <u>167,281</u>   | <u>172,601</u>   |
| <br>   |                  |                  |
| 309 Lillie Road - cost                           | 196,752          | 196,752          |
| - accumulated depreciation                       | (86,205)         | (82,270)         |
| - net book value                                 | <u>110,547</u>   | <u>114,482</u>   |
| <br>   |                  |                  |
| Total net book value                             | <u>277,828</u>   | <u>287,083</u>   |
| <b>Investments</b>                               |                  |                  |
| Market value                                     |                  |                  |
| M & G Charibond (2017 and 2016 –1,974,193 units) | 2,435,562        | 2,557,962        |
| M & G Charifund (2017 and 2016 – 397,862 units)  | 6,076,155        | 6,203,352        |
|  | <u>8,511,717</u> | <u>8,761,314</u> |
| <b>Deposit accounts</b>                          |                  |                  |
| CAF 90 Day Notice Account                        | 587,367          | 585,349          |
| CafCash  | 1,000            | 1,000            |
| CAF Gold Account                                 | 328,589          | 379,664          |
|  | <u>919,956</u>   | <u>966,013</u>   |
| <b>Investment income</b>                         |                  |                  |
| <b>From endowment fund</b>                       |                  |                  |
| M & G Charibond                                  | 90,813           | 90,813           |
| M & G Charifund                                  | 299,391          | 283,877          |
|  | <u>390,204</u>   | <u>374,290</u>   |
| <b>From unrestricted fund</b>                    |                  |                  |
| CAF 90 Day Notice Account                        | 825              | 2,033            |
| CAF Gold Account                                 | 181              | 428              |
|  | <u>1,006</u>     | <u>2,461</u>     |
| <br>   |                  |                  |
| <b>Total investment income</b>                   | <u>391,210</u>   | <u>376,751</u>   |

## Supplementary notes to the financial statements Year to 31 March 2018

This page does not form part of the statutory financial statements.

|   | 2018<br>£     | 2017<br>£     |
|---|---------------|---------------|
| <b>Premises support expenses</b>        |               |               |
| Lighting, heating and services          | 3,079         | 2,978         |
| Business rates                          | 1,035         | 1,267         |
| Water rates                             | 191           | 177           |
| Cleaning costs                          | 815           | 932           |
| Insurance                               | 1,292         | 1,438         |
| Depreciation of furniture and equipment | 116           | 137           |
| Depreciation of buildings               | 9,255         | 9,255         |
| Security                                | 1,182         | 1,501         |
| Repairs and renewals                    | 493           | 201           |
|   | <b>17,458</b> | <b>17,886</b> |
| <br><b>Premises direct expenses</b>     |               |               |
| <br>Percy Barton House                  | <br>291       | <br>320       |
|   | <b>291</b>    | <b>320</b>    |